



# ALABAMA BOARD OF COSMETOLOGY

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## Cosmetology Apprenticeship Application

- ♦ You must complete this application and be issued a permit before you begin training.
- ♦ Without a valid permit you will not receive any credit for hours completed.
- ♦ Working without a permit may subject you and your sponsoring master/instructor to a fine or other disciplinary action.
- ♦ No fees for license or permits shall be refunded after payment is made.

Please submit the following for application for the Cosmetology Apprenticeship Program:

1. Registration fee: \$40 Money Order, Cashier Check, Certified Check or Salon Check **ONLY**. No personal checks or cash.
2. Proof of education. You must show proof that you have completed the equivalent of 10 grades of school (high school diploma, GED equivalent, notarized transcripts OR letter from the school)
3. Proof of age. You must be at least 16 years of age to enroll in an apprenticeship program.
4. Copy of current Driver's License **AND** Social Security card or proper **INS work authorization card**.
5. TB test. Results of Either chest x-ray or skin test less than one year old which includes date of test and results and signed by physician, physician's assistant or nurse.
6. One 2" x 2" quality color passport type photo not more than three years old. Snapshots, glamour shots or varied sizes will **not** be accepted.
7. Completed Cosmetology Apprenticeship Affidavit (attached)
8. Completed Masters/Salon Owner Affidavit (attached)

**APPRENTICE COSMETOLOGIST** is any person who is engaged in the learning or acquiring of any or all practices of Cosmetology and, while learning, performs or assists in any of the practices of Cosmetology in a licensed Cosmetology salon under the direction of a Master or Instructor Cosmetologist.

**MASTER COSMETOLOGIST** is a Managing Cosmetologist who has completed an approved course of study in continuing education within a licensing period and has paid an original licensing fee. A Master licensee must complete 16 hours of board approved continuing education within a license cycle to maintain master status. **The master license must be valid for the entire period of sponsored apprenticeship.**

ABOC USE ONLY	
CK# _____	TYPE _____
FEE _____	ACCT DATE _____ BY _____
DATE PROC/RETURNED _____	BY _____
_____	_____
_____	_____

## Cosmetology Apprentice Affidavit

1. I understand that I must complete 3,000 hours continuous training within a three year period not to exceed more than eight (8) hours in any one day.
2. I agree to train only with a valid permit under the supervision of the master or instructor licensee listed below.
3. I understand that if I decide to change my sponsoring master/instructor I will return my permit and pay \$ 25 for a new permit BEFORE submitting hours under my new sponsoring master/instructor. (Apprentices are limited to three sponsor changes.)
4. If I discontinue my training I agree to return my permit to the board. If I resume training before the three year time limit of my original permit has expired, I will reregister and pay the applicable fee.
5. I understand that I can not be enrolled as an apprentice and in a school of cosmetology at the same time.
6. I understand that I may earn classroom hours under D.O., D. E., or T & I Program in high school during apprenticeship.
7. I understand that a daily and monthly record of my earned hours must be kept and submitted to the board office by the 15<sup>th</sup> day of the month after the month in which hours are earned.
8. I understand that I cannot receive credit for hours not submitted to the board office by the 15<sup>th</sup> day of the month after the month in which the hours are earned.
9. I understand that monthly hour totals not submitted as required may subject my sponsoring master/instructor and the salon in which I work to a fine as provided in the *Code of Alabama 1975, Section 34-7A-15(2)(c)*.
10. I understand that I and my sponsoring master/instructor are jointly responsible for applying for an exam within 90 days after my training is complete.
11. I understand that failure to be scheduled for the exam within 90 days as required may subject my sponsoring master/instructor and the salon in which I work to a fine as provided in the *Code of Alabama 1975, Section 34-7A-15-(2)(c)*.
12. I understand that I cannot continue to work with an apprentice permit after the completion of 3,000 hours or after three years.

Please Print: Last Name of Apprentice	First Name	M.I.	Date of Birth	Social Security #
Home Address: Street	City	County	Zip	Phone Number
Signature of Apprentice	Date			
Signature of Master/Instructor	Date			
Signature of Salon Owner	Date			

<b>ABOC USE ONLY</b>	
CK # _____	TYPE _____
FEE _____	ACCT DATE _____ BY _____
DATE PROC/RETURNED _____ BY _____	
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### Sponsoring Master/Instructor Affidavit

1. I agree to train the apprentice listed below for 3,000 hours continuous training within a three-year period not to exceed eight (8) hours in any day, in the shop listed below.
2. I agree that the apprentice will be under my supervision at all times and hold a valid permit from the board.
3. I agree to maintain a valid master or instructor personal license as long as I am training an apprentice.
4. I agree to maintain a daily and monthly record of hours the apprentice earns.
5. I agree to certify a monthly record of apprentice hours earned to the board office no later than the 15<sup>th</sup> day of the month after the month in which hours are earned.
6. I understand that hours not submitted to the board as required will not be credited, and that I and the salon in which I work may be subject to a fine as provided in the *Code of Alabama 1975, Section 34-7A-15(2)(c)*.
7. I agree that any apprentice hours earned in a classroom under the D.O., or T&I Program in high school and certified to the Salon owner every month will be submitted to the Board office with the regular monthly report. The hour sheet submitted must be the original and not a copy. If there are corrections on the hour sheet, I will initial the changes.
8. I understand that the apprentice cannot continue to work with an apprentice permit after completing 3,000 hours of training or after three-years from issue date of apprentice permit.
9. I understand that I and the apprentice are responsible for applying for an exam within 90 days after completion of training.
10. I understand that failure of apprentice to apply for the proper exam as provided above may subject me and the salon in which I work to a fine as provided in the *Code of Alabama 1975, Section 34-7A-15(2)(c)*.
11. I understand that if the apprentice listed below should discontinue training, I am responsible for returning the permit, along with the final report of hours to the board office.

**Please Print:** Master/Instructor Last Name      First Name      M.I.      License Number      Expiration Date

**Home Address:** Street      City      County      Zip      Social Security #

**I agree to train the apprentice listed below in all phases of Cosmetology, both practical and theory, based on the most recent texts of Milady, Pivot Point or other board approved and nationally accepted cosmetology textbooks.**

**Please Print:** Apprentice Last Name      First Name      M.I.      Social Security #

**Signature of Master/Instructor**      **Date**

**Salon Owner Affidavit:** I certify that this salon has adequate facilities, professional supplies and instructional materials to train the apprentice named above in all practices for which a cosmetology license is required. I understand that only one apprentice may be registered for each master licensee in this salon.

**Please Print:** Salon Name      License Number      Expiration Date      Phone Number

**Street Address**      **City**      **County**      **Zip**

**Name of Salon Owner:**      **Social Security Number**      **Signature of Salon Owner**      **Date**